

**Functional Series 500 - Management Services
ADS 514 - Parking Program Administration**

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ADS 514 - Parking Program Administration

514.1 OVERVIEW

This chapter provides the basis for issuing parking permits for the limited number of spaces available to the U.S. Agency for International Development (USAID) in the Ronald Reagan Building (RRB).

514.2 PRIMARY RESPONSIBILITIES

- a. The Director of the Bureau for Management, Office of Administrative Services (M/AS/OD) is responsible for the assignment of individual parking permits as well as the overall operation of the USAID Parking Program.
- b. Bureaus are responsible for determining who in their Bureau will receive the allocated number of [Executive](#) and [Unusual Hours](#) permits. Bureaus are responsible for notifying M/AS/OD in writing of the names of employees who are allocated these permits as well as any changes in allocation that may occur.
- c. Employees who have been granted parking privileges are responsible for prompt payment of the monthly parking fee directly to the International Trade Center, Ronald Reagan Building (ITC/RRB). Payment is due no later than the 5th of each month.
- d. [Vanpool/Carpool](#) Permit holders are responsible for reporting in writing to M/AS/OD any changes in vehicles, license tags, and membership. They are also responsible for prompt payment of the monthly parking fee directly to the ITC/RRB no later than the 5th of each month.
- e. All permit holders are responsible for obeying all traffic signs and rules while in the garage. Under 40 U.S.C. 318 and 318d, the Federal Protective Officers are considered Law Enforcement Personnel; here in the building where they have proprietorial interests, they have the authority to issue tickets in accordance with DC's laws under their concurrent legislative jurisdiction authority.

514.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

514.3.1 Allocation of Permits

USAID has received a total of 375 [parking spaces](#) from the General Services Administration (GSA) in the RRB. Although GSA manages the parking program for the tenant agencies of the RRB, each agency is required to establish its own parking policy.

*Except for [disability](#) parking permits, only USAID direct-hire employees may be issued parking permits. Non-direct hire USAID employees, e.g., Personal Services Contractors (PSCs), employees of Institutional Contractors, Resource Support Services Agreement (RSSA) employees, Participating Agency Services Agreement (PASA) employees, and

Fellows may not be the primary holder of a parking permit, although they may be members of a carpool or vanpool. Permit holders are required to pay a set fee per month directly to the ITC/RRB no later than the 5th of each month. Permit holders or members of a carpool or vanpool cannot participate in the Transit Benefits program.

The 375 USAID parking spaces are allocated roughly as follows:

Disability Parking	6 percent
Executives (AA and above)	6 percent
Official Vehicles	3 percent
Bureau Executive & Unusual Hours	42 percent
Carpools & Motorcycles	43 percent
 TOTAL	 100 percent

The allocation of these percentages is in effect until further notice.

514.3.2 Disability Parking Permits

Parking is made available to employees with severe disabilities. Such employees must provide a letter from their treating physician to M/AS/OD through the AMS Officer. The letter must be dated within 30 days of submission. The treating physician must state the following:

- a. What the employee's medical condition is which requires disability parking;
- b. The reasoned medical opinion why the employee's condition precludes the use of public transportation; and
- c. Whether the condition/disability is temporary or permanent. If temporary, the expected duration of the disability.

The USAID Disability Parking Committee determines whether employees meet the above criteria and are to be granted parking permits for a space in the RRB based on this determination. Employees who receive these permits must pay the set fee per month directly to the ITC/RRB. The USAID Disability Parking Committee only reconsiders applications if the employee submits new and compelling medical documentation.

*If a disability parking permit is issued to a program-funded PSC, the PSC's Bureau or Office must provide M/AS with program funds for the Agency's portion of this cost.

514.3.3 Bureau Permits - Executive and Unusual Hour

Bureaus assign these permits to those employees who are executives below the Assistant Administrator (AA) level or who need to work extended or unusual hours.

Unusual working hours are defined in 6 FAM 1041 as work hours that are frequently required to be varied and do not coincide with any regular work schedule. Employees who receive these permits must pay the set amount per month directly to the ITC/RRB. Bureau allocations are based on the position ceiling for each Bureau and are allocated on a pro rata basis. Bureaus are responsible for notifying M/AS/OD in writing of the names of employees who are allocated these permits as well as any changes in allocation that may occur.

514.3.4 Carpool/Vanpool Permits

Employees applying for vanpool/carpool permits must submit a completed application form, [AID 514-1](#), Carpool Parking Application, directly to M/AS/OD by the specific date announced in the Agency Notice issued each year. The form is available on the Agency website and will be attached to the Agency Notice.

These permits are available for employees who have carpools or vanpools going to the RRB. A carpool consists of a group of two or more people using a motor vehicle for transportation to and from work.

Submit applications to M/AS/OD, which places them in tiers based on the number of USAID direct-hire carpool members. The more USAID direct-hire employees, the higher the tier. The tiers are then ranked in the following order:

- a. The carpool with the most USAID direct-hire employees.
- b. The carpool with the most other-than-direct-hire USAID employees.
- c. The carpool with the most other RRB employees.
- d. The carpool with the most other government employees.
- e. The carpool with the most other members.

Employees who receive carpool and vanpool permits must pay the set amount directly to the ITC/RRB. Payment is due no later than the 5th of each month.

514.3.5 Motorcycle Permits

USAID direct-hire employees applying for a motorcycle permit must submit a completed application form; [AID 514-2](#), Motorcycle Parking Application, directly to M/AS/OD by the specific date announced in the Agency Notice issued each year. The form is available on the Agency website and will be attached to the Agency Notice. Employees who receive these permits must pay the set amount directly to ITC/RRB. Payment is due no later than the 5th of each month.

514.3.6 Overnight Parking

RRB Parking Permit holders may park in the RRB after hours and on weekends. However, if a vehicle is in the garage after 2 a.m., special arrangements must be made or the vehicle will be towed. Arrangements can be made through M/AS/OD or with the Federal Protective Service by providing the following information: driver's name, make and color of car, license plate number and the state where it was issued, office telephone number, and hang tag number.

514.3.7 Tax Liability

As part of the Energy Policy Act of 1992 (Public Law 102-586), employees who receive subsidized parking from their employers must pay income taxes on the value above \$180 a month, that is, the excess value must be included in the employee's gross income. This amount will be adjusted for inflation as provided in the statute. This currently applies only to the reserved permits.

514.4 MANDATORY REFERENCES

514.4.1 External Mandatory References

- a. [41 CFR 101-20.104-2, Allocation and Assignment of Employee Parking Spaces \(Authority\)](#)

514.4.2 Internal Mandatory References

- a. [AID 514-1, Carpool Parking Application](#)
- b. [AID 514-2, Motorcycle Parking Application](#)

514.5 ADDITIONAL HELP

514.6 DEFINITIONS

The definitions listed below have been included in the ADS Glossary. See the [ADS Glossary](#) for all ADS terms and definitions.

Agency parking

Vehicle parking spaces under the jurisdiction and/or control of a Federal agency which are used for parking government vehicles. (Chapter 514)

carpool

A group of two or more people using a motor vehicle for transportation to and from work. (Chapter 514)

disability

A physical or cognitive impairment that affects a major life function, consistent with the definition of the Rehabilitation Act. (Chapters 253, 514)

employee with disability

A government employee who has a severe permanent impairment which for all practical purposes precludes the use of public transportation, or an employee who is unable to operate a car as a result of permanent impairment and who is driven to work by another. (Chapter 514)

Executive

A government employee with management responsibilities who, in the judgment of the employing agency head or designee, requires preferential assignment of parking privileges. (Government employee as referred to in this chapter is a full-time employee of USAID.) (Chapter 514)

official parking

Parking spaces reserved for government-owned or government-leased vehicles. (Chapter 514)

parking space

The area allocated in a parking facility for the temporary storage of one passenger-carrying motor vehicle. (Chapter 514)

regular member of a vanpool/carpool

An employee who travels on a daily two-way basis (leave and TDY excepted) in a vanpool/carpool for a minimum distance of one mile each way. (Chapter 514)

unusual hours

Work hours that are frequently required to be varied and do not coincide with any regular work schedule. (Chapter 514)

vanpool

A group of eight to 15 persons using a van, specifically designed to carry passengers, for transportation to and from work in a single daily round trip. This excludes automobiles and buses. (Chapter 514)

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